



CITY OF ALTON
Civil Service
101 East Third Street, Room 100
Alton, IL 62002

WASTEWATER TREATMENT PLANT OPERATOR V

REQUIREMENTS:

- Alton residency within 90 days after probationary period.
- High School Diploma or Trade School Graduate or equivalent training and experience and successfully complete the required mechanical aptitude test.
- Basic reading, writing, and math skills.
- Acceptable police record.
- Acceptable physical condition.
- Valid Illinois Driver's License, Class "B" CDL or be able to obtain Class "B" CDL with Air Brake and Tanker Endorsement within the first three months of the probationary period.
- Work shifts as assigned.
- Subject to emergency call out, twenty-four (24) hours per day, seven (7) days per week.
- Post high school course work in mechanical maintenance or equivalent experience at a wastewater treatment plant preferred.
- One (1) year experience in mechanical maintenance work preferred.
- Strong familiarity with pumps, motors, motor controllers and power transmission equipment preferred.
- Base Salary: \$ 20.51 per hour.

Job description and application included.

Please submit the following to the Civil Service Office by **December 9, 2016**.

- Application
- Preference Points (if applicable)

Testing will be scheduled for qualified applicants. All qualified applicants will be contacted via email regarding the test date, time, and location.

CIVIL SERVICE COMMISSION
Alton, Illinois

Job Description
Wastewater Treatment Plant Operator V – Wastewater Treatment Plant

GENERAL STATEMENT OF DUTIES

Under varying degrees of direct supervision by the Treatment Plant Operations Supervisor, perform preventive and corrective maintenance on mechanical and electromechanical equipment and execute operational control functions as directed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Carry or hold materials, supplies, or tools to assist operating and/or maintenance personnel.
- Lubricate equipment.
- Clean work site, including tools and equipment.
- Prepare surfaces and paint buildings, structures, and equipment using brush, roller, spray gun or other applicator.
- Perform general custodial duties on buildings and grounds.
- Operate automotive equipment such as dump trucks, pick-up trucks, end loaders, backhoes, and sludge aerator.
- Wash and polish vehicles.
- Operate valves and gates manually or by remote control; start and stop pumps, engines, and generators to control and adjust flow and treatment processes.
- Monitor gauges, meters, and control panels.
- Extract samples and perform minor routine laboratory tests.
- Maintain shift log and record meter and gauge readings.
- Operate belt press system as directed.
- Change chlorine cylinders.
- Work is frequently performed independently, subject to inspection by superiors.
- Assist in determining the site of equipment malfunctions.
- Able to state facts about abnormal and emergency conditions.
- Exercise independent judgement in solving simple work problems under minimum supervision using standard and special tools and equipment.
- Interpret and follow verbal and written instructions.
- Perform related tasks as required.

MINIMUM QUALIFICATIONS

- Alton residency within 90 days after probationary period.
- High school diploma or trade school graduate or equivalent training and experience and successfully complete the required mechanical aptitude test.
- Basic reading, writing, and math skills as tested by the Civil Service Commission.
- Acceptable police record.
- Acceptable physical condition as proven by examination by a physician selected by the Civil Service Commission.
- Valid Illinois Driver's License, Class "B" CDL or be able to obtain Class "B" CDL with Air Brake and Tanker endorsement within the first three months of the probationary period.
- Work shifts as assigned.

- Subject to emergency call out, twenty-four (24) hours per day, seven (7) days per week.
- Post high school course work in mechanical maintenance or equivalent experience at a wastewater treatment plant preferred.
- One (1) year experience in mechanical maintenance work preferred.
- Strong familiarity with pumps, motors, motor controllers and power transmission equipment preferred.

Supervisor/Department Head Date

Civil Service Commission Date

July 15, 2015

EDUCATION:

SCHOOL	ADDRESS	CREDIT HOURS/DEGREES
High School		
College		
Tech		
Other		

MILITARY SERVICE: YES NO

Years of Service: _____ Type of Discharge: _____

PREVIOUS APPLICATIONS:

Have you applied for other positions with the City of Alton? YES NO

If yes, please list the position and the date you applied: _____

Have you applied for this position with other agencies? YES NO

If yes, please list the date you applied and the name of the agency: _____

REFERENCES: Please list **five** references who would be familiar with your qualifications and character. Do not include relatives or City employees.

NAME	STREET ADDRESS	CITY	STATE/ZIP	PHONE

EMPLOYERS: List ALL previous employers beginning with current or most recent.
Account for ALL periods of unemployment.

Company	Address	City	State	Zip	Phone
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Job Title: _____ **From:** _____ **To:** _____ **Fax:** _____

Salary - Starting: _____ **Final:** _____ **Supervisor:** _____

List Job Duties/Responsibilities:

REASON FOR LEAVING: _____

Company	Address	City	State	Zip	Phone
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Job Title: _____ **From:** _____ **To:** _____ **Fax:** _____

Salary - Starting: _____ **Final:** _____ **Supervisor:** _____

List Job Duties/Responsibilities:

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Job Title: _____ **From:** _____ **To:** _____ **Fax:** _____

Salary - Starting: _____ **Final:** _____ **Supervisor:** _____

List Job Duties/Responsibilities:

REASON FOR LEAVING: _____

PLEASE REVIEW YOUR APPLICATION BEFORE SIGNING BELOW:

AGREEMENT:

I hereby affirm that the information provided on this application and accompanying resume (if any) is true and complete to the best of my knowledge. I am aware that falsified information or any omissions may disqualify me from further consideration for employment and may be considered justification for dismissal, if discovered at a later date.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application and accompanying resume (if any) to provide any relevant information that may be required to arrive at an employment decision.

The City of Alton is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

Signature

Date

THIS SPACE FOR OFFICE USE ONLY

▪ APPLICATION RECEIVED:

DATE _____

TIME _____

By: _____

To: Civil Service Commission

Re: Preference Points

In accordance with Civil Service Rules, "Persons who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court-martial of disobedience of orders, where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objections against war) shall be deemed to be Veterans and are preferred for appointments to civil offices, positions, and places of employment in the classified service of the City coming under the provisions of the Civil Service Division of the Municipal Code, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such office, position, or place of employment as determined by examination. Such qualified persons shall be entitled to have five (5) points added to the final grade average which they receive or will receive as the result of any examination held for original entrance if that grade average is 70 or higher."

I am requesting that points be added to my recent written test score which places me on the Initial Eligibility List for the position of Wastewater Treatment Plant Operator V with the City of Alton.

PRINTED Name

SIGNATURE

DATE

PROVIDE THE FOLLOWING DOCUMENTATION FOR POINTS AS LISTED:

Veteran's 5 points for a minimum of one year active service with honorable discharge.
 Provide DD214 Member 4 Copy

DEADLINE: This form and required document must be received no later than

5pm, December 9, 2016

*Preference Points will only be added if the candidate receives a passing score of 70 or higher on the written test.